

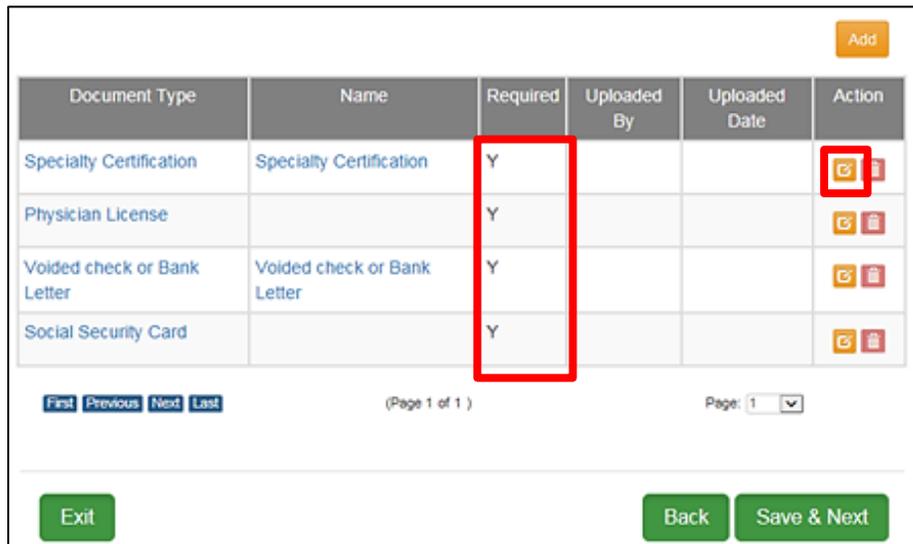
Document Upload to Section 8.0

The Document Upload Section (8.0) in the Kentucky Medicaid Partner Portal Application (KY MPPA) allows you to upload necessary documentation to your application. To add documents to your application, you must follow the specific steps outlined below.

Uploading Required Documents

Identify the document type you need to upload from the grid (ex. *Specialty Certification*). Required documents for the Provider Type will be pre-populated in the grid and are indicated in the grid with a Y. Click on the Edit  button in the **Action** column to upload the document (the farthest right column). (See Figure 1)

Note: Do not click the Add button to upload required documents. The Add button is to upload additional documents that are not automatically listed in the grid.



Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Specialty Certification	Specialty Certification	Y			 
Physician License		Y			 
Voided check or Bank Letter	Voided check or Bank Letter	Y			 
Social Security Card		Y			 

Buttons: Exit, Back, Save & Next

Figure 1: Document Upload Grid – Required Documents

After clicking Edit , several options will appear below the grid. (See Figure 2)

- Select the Document Type.
- Click on the **Browse** button in Upload File area.
- Select the file you want to upload from your computer.
- Fill in the name of the file as you want it to appear in the **Name** column of the grid.
- Click **Add To Grid**.

- **Note:** If you do not click **Add to Grid**, the document will not be uploaded and you will need to repeat the process.

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Specialty Certification	Specialty Certification	Y			
Physician License		Y			
Voided check or Bank Letter	Voided check or Bank Letter	Y			
Social Security Card		Y			

* Document Type:

* Upload File:

* Document Name:

Uploaded User: Bakare, Gautam
 Uploaded Date: 05/26/2017

Figure 2: Uploading Required Documents in Grid (Edit Icon)

Your username will appear in the **Uploaded By** column, along with the date of your upload (in **Uploaded Date**). Once you have uploaded all the required documents, click **Save & Next** to save your data and move to the next screen. (See Figure 3)

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Licensed Psychologist License	Professional License	Y	Train15, CA15	12/04/2017	
Social Security Card	Social Security Card	Y	Train15, CA15	12/04/2017	

Figure 3: Uploaded Confirmation

If you upload the wrong document for a specific document type, repeat the steps to Edit the record and upload the correct document.

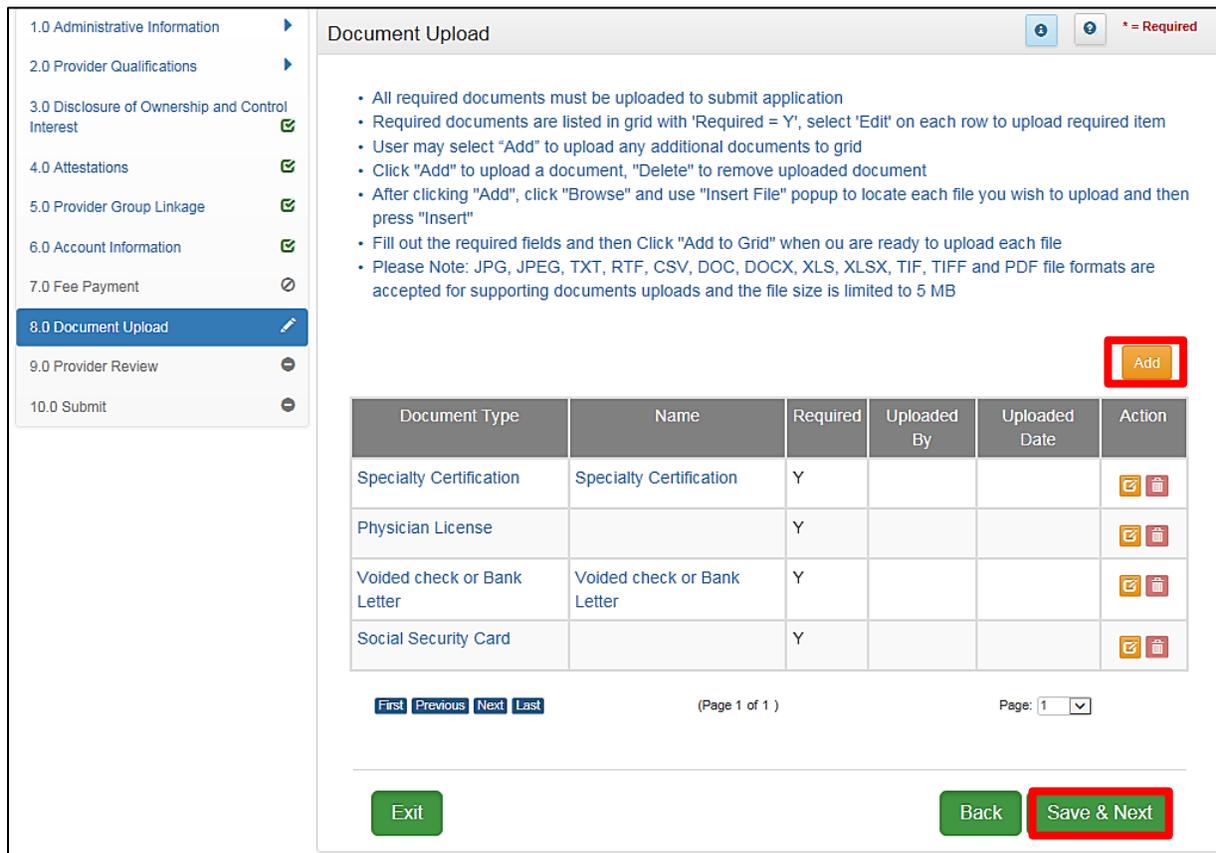
Note: Required documents cannot be deleted from the grid. They are required for the specific Provider Type as identified in the application/maintenance item.

Adding Additional Documents

You can also upload additional documents that are not already included in the grid.

Click on the **Add** button in the top right side of the grid and follow the same steps listed for Required Documents. If you want to delete an item in the grid, click on the Delete icon . Only additional document records can be deleted. (See Figure 4)

Note: If the document type you are uploading is not specifically listed in the drop down, select Other.



The screenshot shows a web application interface for document uploads. On the left is a navigation menu with items 1.0 through 10.0. Item 8.0 'Document Upload' is selected. The main area is titled 'Document Upload' and contains a list of instructions and a table of required documents. An 'Add' button is highlighted with a red box. At the bottom, 'Exit', 'Back', and 'Save & Next' buttons are visible, with 'Save & Next' also highlighted with a red box.

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Specialty Certification	Specialty Certification	Y			 
Physician License		Y			 
Voided check or Bank Letter	Voided check or Bank Letter	Y			 
Social Security Card		Y			 

Figure 4: Uploaded Additional Documents

After you have uploaded all of the necessary documentation, move to the next screen by clicking **Save & Next**.